
Stage Managers Guide

Fall 2011

Band of the United States Air Force Reserve

**CONCERT
BAND**

THE BAND OF THE U. S. AIR FORCE RESERVE CONCERT BAND

STAGING REQUIREMENTS

Arrival

The band will arrive according to the operations representative's (OPS REP) designated time. The event sponsor, or point of contact, should be available to meet the band upon arrival to greet and assist the OPS REP with the final organization of the performance. The following are standard requirements needed to ensure the highest quality performance by Concert Band.

Stage

Dimensions: Performance area should be at least 40 feet wide by 30 feet deep.

Construction: The stage or area being used must be level with a firm foundation (not grass, dirt, etc). For outdoor sites: the performance area must be **dry**. We request a covering be provided for outdoor venues to help protect the health of band members and the safety of our equipment from direct sunlight. **NOTE:** the band cannot perform in inclement weather (to include high winds, temps below 45°F and above 100°F); we recommend that arrangements be made for an alternate indoor site.

Electrical Power: The band must have access to four independent 120Volt, 20 Amp circuits. These circuits must terminate in common household Edison plugs. All circuits must also be grounded and accessible from the stage wings, no more than twenty-five feet from the edge of the stage. If a generator is required, a dedicated generator is requested which is not sharing power with any other equipment to ensure our audio system is receiving "clean" power. In either situation, GFCI circuits are NOT recommended because they do not function properly with our gear. We request that an electrician or qualified personnel be available upon the band's arrival to take care of any minor discrepancies that might occur.

Cleaning: The stage should be cleaned prior to the arrival of our setup crew to avoid conflicts. Direct routing to power and a secure storage area on the same level should be provided for case storage. Also, area should be clear of all other equipment and events once the band is set up.

Chairs and Stands: The band needs 45 chairs without arms. These should not have stacking clips or handles on the sides to keep from damaging instruments. The band's setup crew will arrange the chairs. The band uses 50 music stands; however, we carry our own if none are available.

Access: The stage should be accessible without the use of stairs (ramp, dock, or freight elevator are preferred). If any center doorposts need to be removed, please have the tools available to do so. Parking must be provided for two large passenger vans, two twenty four foot equipment trucks, and one commercial bus.

Set-up/Sound-check: ~~Normally, the~~ The band MUST perform an audible sound-check (play live music) prior to the performance. Please notify all persons working or having meetings in, or near this area. This will alleviate our sound-check being delayed and extending the set-up time.

Band Shell: The band will want to utilize a shell, if available.

Lighting

Lighting Engineer: A lighting engineer should meet with the band's production representative prior to the concert, preferably during set up, to discuss lighting requirements. If an engineer is not available, a representative from the theater should meet with the band's production representative. This representative should be authorized to make the theater lighting system accessible to the band and prepared to provide information concerning the lighting equipment.

Stage Lighting:

General – Overhead stage lighting should be bright enough to read newsprint without difficulty. There should be no appreciable drop out or dark spots from wing to wing and from apron to backdrop. Due to the band's size we need an even light distribution.

Effect – We would like to take advantage of lighting effects. Refer to the diagrams provided for specific coverage areas. Most vocals and instrumental solos perform in the "down stage" section (or apron), and will be covered by spotlights, or front stage lights (ellipsoidal or equivalent). The area where most of the band sits can be bathed in subdued light, predominantly blues, ambers, reds, and lavenders.

Spotlights: Follow spots will be used if available. Their use will be discussed by the production representative when meeting with the venue's lighting engineer. Our band does not have regular spotlight operators, and the sponsor, or venue, may need to provide operators, or make arrangements to authorize band personnel to operate the equipment.

Houselights: Houselights should be dimmed or turned off during the performance, but must also meet local fire and safety ordinances.

Communications: The band needs clear communication to the house Lighting Engineer, both Spotlight operators, our Audio Technician, and a drop in the right stage wing for Productions.

Audio

Because of familiarity and consistency, we normally use our own sound system rather than the house system. In cases where a house system is available, our audio technician will determine whether or not it will be used. For most performances, we will use our's own sound system, microphones and technician. The position of the audio console is idealyideally located approximately 50-100 feet in front of the band performance stage in the audience area; if this is not practical, please coordinate through the ops rep. A large electrical cable (audio-snake) will be run from the stage to the audio console position. The minimum dimensions must be a 53 x 65 footeet area.

Other Requirements

Dressing Rooms: Three dressing rooms are needed. One for approximately 40 men, one for approximately 10 women, and a private dressing room for our Commander/Conductor. These rooms should have clothing racks to hang uniforms, and full-length mirrors.

Restrooms: Two restrooms (men & women) should be available, preferably backstage, for the band's use.

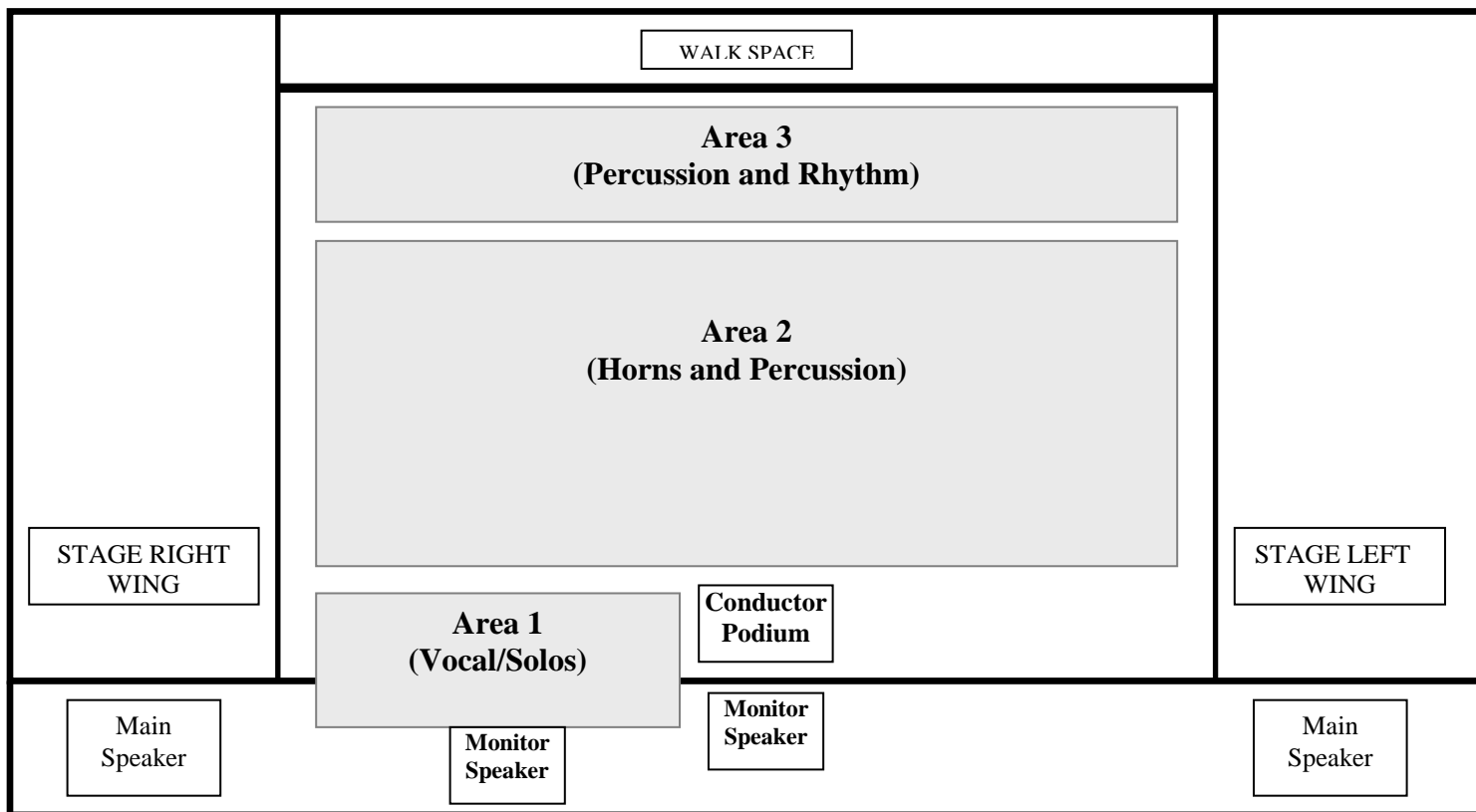
Refreshments: As a minimum, cold water should be available backstage.

Performance Schedule: The lengths of our performances vary. Exact times and lengths for the concerts can be obtained from the OPS REP. Normal concerts are approximately two hours, to include a fifteen-minute intermission. Following the concert please allow two hours for the tear down and loading of the trucks. House personnel should be prepared to stay at least that long before being able to secure the building.

NOTE: ANY CHARGES FOR LIGHTING ENGINEER, SPOTLIGHT OPERATORS, BAND SHELL, ETC. MUST BE COORDINATED THROUGH THE SPONSOR AND THE OPS REP

Contact

Concert Band Operations Representative
233 N. Houston Road, Suite 131-A
Warner Robins, GA 31093
(478) 327-0555 Fax: (478)327-0568
DSN: 497-0555 FAX: 497-0568



INFORMATION NEEDED:

The following page, Staging Check List and venue diagram is the means by which we collect specific information about the physical properties, accompanying equipment, and outfitting of your venue.

Please take a look at these sheets and try to provide as much of the requested information as you can.

The sections concerning Stage Dimensions, Location of Electrical Power, and Availability of Follow Spots are of particular interest to us.

Please forward these completed sheets to us as soon as possible. If we have this information before departing on a tour we can better evaluate our equipment needs and prepare the set-up configuration most suitable for your particular venue.

Glossary of Terms:

Stage Left and/or Right: Directions as seen from the stage.

Down Stage: Towards the audience.

Up Stage: Away from the audience.

Audience Left and/or Right: Directions as seen looking at the stage from the audience area.

Wings: Areas directly left and/or right of stage.

Walk Space: Area behind Back Drop (if any).

Specials: Lights dedicated to a specific stage area.

To "Work" an Area: A performer wonderings, movements, within a given space.

Piece / Number: A song, piece of music, chart.

Standard Concert Lighting: The "Wash", lighting designed to cover the whole performance area.

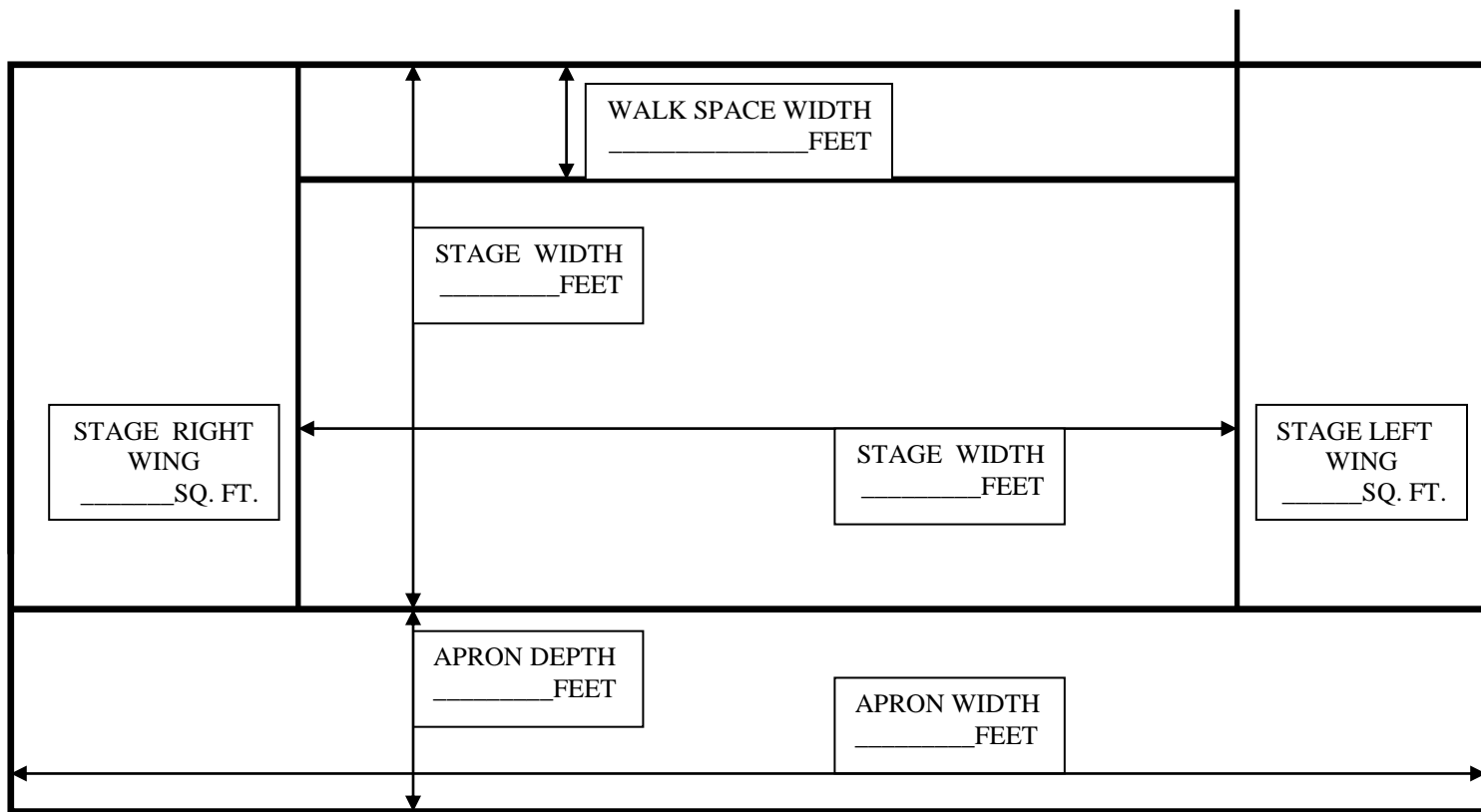
Area #1: Space used by Soloist, Vocal & Instrumental, most often Down Stage Right.

Area #2: Space occupied by the greatest portion of the band, Horns & Percussion. This area takes up most of the Center Stage.

Area #3: Space occupied by rhythm section (bass, drums and keyboards), primarily Up Stage Right.

M. C. : Announcer and his/her stand or lectern, Down Stage Left.

Conductors Podium: Platform on which the Conductor conducts from, Down Stage Center.



The above diagram is a generic representation of a theater. Please modify this drawing, jot a few notes and make it more closely resemble your venue if needed. This would assist us with our preparations appropriate for your venue. In the event that your venue is drastically different than the above diagram feel free to use a separate sheet of paper.

PLEASE TRY TO INCLUDE THE FOLLOWING POINTS:

1. Stage dimensions, depth and width.
2. Apron dimensions, depth and width.
3. Stage Left and Right Wings
4. Walk Space width, (if any).
5. Location of travelers (Wing Curtains).
6. Location of good electrical outlets
7. Location of Loading Door
8. Location of dressing rooms
9. Location of warm up and storage rooms.
10. Seating configuration, (use rectangle as seats).
11. Any obstructions, (poles, walls), on stage and in the house
12. If any, please indicate balcony overhang (use dotted line)